



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD DC 20374-5140

Canc: Mar 2025

CNICNOTE 11000  
N4  
28 Mar 2024

CNIC NOTICE 11000

From: Commander, Navy Installations Command

Subj: WORK INDUCTION AND INITIAL PROJECT PLANNING

Ref: (a) CNO ltr 5400 Ser N00 of 22 May 2023

Encl: (1) Flowchart for Initial Project Planning Work Induction  
(2) Requirement Data Sheet

- Purpose. To issue policy and guidance for work induction of initial project planning products and services at Public Works Departments (PWDs) on Navy Installations. Per reference (a), Commander, Navy Installations Command (CNIC) is the Shore Type Commander (TYCOM) responsible for manning, training, equipping, and maintaining U.S. Navy shore installation platforms. This policy will ensure that the Installation Commanding Officer (ICO) is authorizing the work performed by the PWD for CNIC and all supported commands.
- Scope and Applicability. This instruction is applicable to CNIC, Navy Regions, Navy Installations, Joint Bases where the Navy is lead service, Naval Facilities Engineering Systems Command (NAVFAC), and all supported Commands.
- Background. Installation PWDs receive many requests for renovations and construction projects. The PWD receives the work request and determines the proper product or service to execute based on type of work and complexity. This decision point is termed “work induction” and is the critical point in the facilities management process to ensure the PWD is aligned to ICO guidance, and that resources are applied in accordance with ICO priorities. Furthermore, work induction is the first step to initiate the project planning and determination process including defining the requirement and determining if a facility or infrastructure project is the best method to meet the requirement. In some cases, customer requests are above and beyond the Navy standard or correspond to a lower priority mission. The Navy cannot afford to have its staff being inundated with developing projects that will never be funded. Only a small percentage of Military Construction (MILCON) or FSRM Centrally Managed Projects (CMP), i.e. special projects, are ever funded, but significant resources are spent to develop these projects before being submitted for a programming decision. The ICO must ensure effort and resources are prioritized on the projects with the most consequential mission impacts. The intent of this policy is to ensure resources are only spent on projects that have a high probability of programming and appropriation, and local work that aligns to the highest priority missions.

4. Action. ICOs have final approval of Work Induction Board (WIB) decisions. All work being performed on an Installation will be inducted locally even if execution will ultimately be performed through regional reach-back support or other process. ICOs can delegate authority to the Public Works Officer (PWO) to induct projects that will be executed locally with CNIC funding and for minor reimbursable work being performed by the PWD. This instruction seeks to manage both MILCON, CMP, and local work to ensure resources are not wasted planning low priority projects that will not be executed and free up resources to better plan (to a higher fidelity) the Navy's most consequential projects. ICOs will provide written guidance to the PWO on prioritization and constraints of this delegation. Alternate construction methods such as modular, offsite construction, code compliant fabric structures, or other more economical facilities like pre-fab steel buildings should be considered first. ICOs must determine these methods cannot meet requirements and have that recommendation approved by the REGCOM prior to proceeding with other options. The flowchart in enclosure (1) outlines the following steps that shall be taken to ensure planning resources are effectively used at the Installation:

a. The ICO will only allow minimum initial planning necessary for programming submission. A standardized Requirement Data Sheet (RDS) is included as enclosure (2) to meet this minimum planning requirement.

b. The RDS will be used by the Installation and Region level project prioritization process (i.e., Installation and Region Mission Integration Groups; IMIG/RMIG) to validate and prioritize projects for submission to the Shore CFT for programming decision. The ICO will only allow induction of further planning and development (such as DD Form 1391 development and advanced planning) of MILCON and FSRM CMPs after the projects are approved or programmed by the Shore CFT. Executing planning and design for only those high priority MILCON and CMP projects will ensure a better quality design for fewer projects and ensure resources are available to design more of next year's projects and current year local projects. The following programs and processes feed into the Shore CFT and may receive programming selection outside of the annual Shore CFT decision cycle.

- (1) Strategic Laydown and Dispersal (SLD) process identified projects,
- (2) Projects supporting new platforms,
- (3) Projects directed by Congress or Echelon 1,
- (4) Fleet Integrated Priority List (IPL) or Fleet Commander approved projects,
- (5) Shipyard Infrastructure Optimization Program,
- (6) Navy Nuclear Deterrence Mission Oversight Council identified projects, and
- (7) Other projects approved by CNIC.

c. While CNIC does not make the programming decision for these projects, CNIC HQ will maintain and distribute the list of MILCON and FSRM CMP projects approved for planning

beyond the RDS level. This will be promulgated down to Regions/Installations and will facilitate planning without delay.

d. The ICO may approve minimal additional planning services for locally executed projects when required by law or regulation, and only after the ICO has already approved them on the Installation Maintenance Execution Plan, Maintenance Action Plan or Long Range Maintenance Plan (MEP/MAP/LRMP). Local projects must also be closely managed to avoid overwhelming local resources.

e. ICOs may identify the need for planning charrettes for projects approved for further planning and design effort by the Shore CFT. These planning charrettes are intended to bring various technical disciplines together into the project planning effort earlier in the process to better inform the design, improve project management and identify potential barriers. Planning charrettes should be held for MILCON and FSRM CMPs programmed by the Shore CFT.

f. For projects funded outside of CNIC or the MILCON program, the funding Command must provide the ICO a written letter of commitment to fund the planning effort and the eventual requested project. These projects can be subject to cost escalation but needs to represent firm commitment to the project. No planning effort will commence for reimbursable work without ICO approval to ensure resources are available and first applied to Navy priority efforts. This is not intended to restrict reimbursable work, but only to ensure common resources are allocated to the most critical missions. It is imperative the ICO balances the priority of all work proposed at the installation, both reimbursable and non-reimbursable. No high priority executable Navy funded (non-reimbursable) projects should be deferred for lower priority reimbursable projects. ICOs must understand that most planning and design work is executed by CNIC-funded (BSO 52) labor resources and the intent of this instruction is to focus those resources on the Navy's highest impact/highest priority projects. The initial goal of this instruction is to plan all current year projects and 50% of next years projects. This can only be achieved by carefully managing work induction and planning and design resources.

g. ICOs will brief their REGCOM monthly on work induction and REGCOMs/AREs will liaise with CNIC N4 to ensure alignment on prioritization and authorization for planning and design including 1391 development and other advanced planning including Budget Pri Authority (BPA) and Final Design Authority (FDA).

h. Requests for waiver of this policy can be submitted by the ICO to CNIC via the Region Commander.

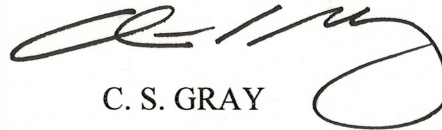
## 5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

28 Mar 24

b. For questions concerning the management of records related to this instruction or the records disposition schedules, contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Cancellation Contingency. This notice is in effect for one year or until it is superseded by another notice, whichever comes first.

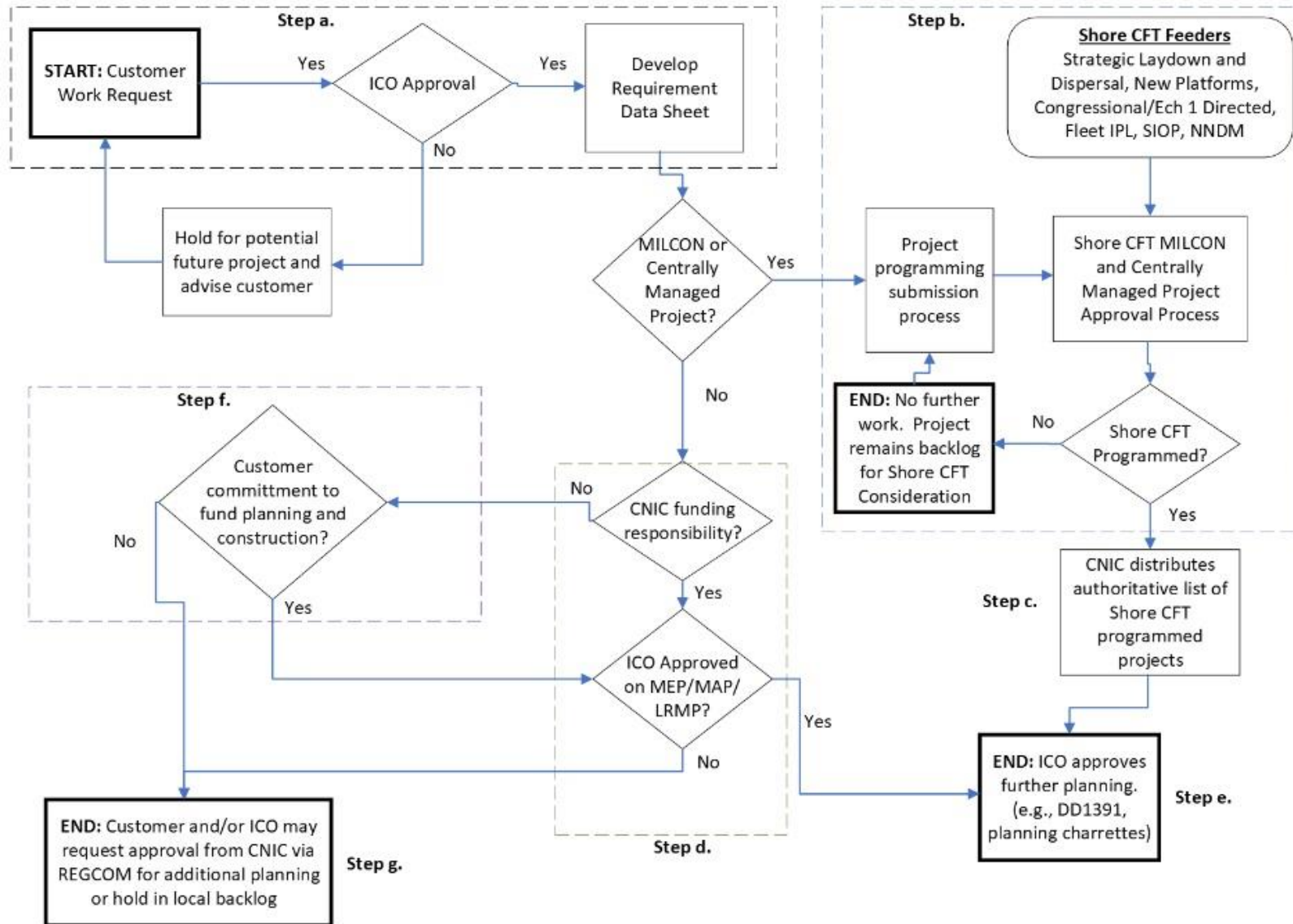


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.

## Initial Project Planning Work Induction



**Requirement Data Sheet Goes Here**